



TEACHING ASSISTANT  
(CORRECTIONAL FACILITY)

Final Filing Date: CONTINUOUS

OPEN – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:  
DEPARTMENT OF CORRECTIONS AND REHABILITATION  
  
SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is **JANUARY through DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY **Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. Each testing office will accept applications continuously and will notify and test applicants as needs warrant. You must submit a separate application to each testing office of your choice. Candidates may only establish eligibility in one location during each testing period listed above. Applications may be filed in person or by mail.**

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.  
  
**NOTE:** Only applications with an original signature will be accepted.  
  
**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) **As of : July 7, 2006**  
\$2160 - \$2626

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
- \$100 Monthly Bilingual Differential Pay (for those who are eligible)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)
- Evening and Night Shift Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Pre-tax parking (where applicable)

**Note:** The compensation listed above may be changed as a result of legislation, revision to the Bargaining Unit 20 Memorandum of Understanding (MOU), or other State action. Should there be a conflict between this document and changes in the requirements of law, State policy, or Bargaining Unit 20 MOU, the latter will control.

MINIMUM QUALIFICATIONS

**Education:** Equivalent to completion of the twelfth grade.

**NOTE: High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Special Personal Characteristics:** Understanding of and willingness to work with students residing in a State correctional facility; empathetic and objective understanding of the problems of youthful offenders/inmates in custody; patience; willingness to work impartially with students of various cultural backgrounds and students with learning disabilities.

MINIMUM  
QUALIFICATIONS  
(CONTINUED)

**Special Physical Characteristics:** Persons appointed to positions in this class must reasonably be expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees, or youthful offenders or inmates.

**Additional Desirable Qualifications:** Completion of additional college level work in basic or special education instruction; fluency in one or more of the current institution population languages; knowledge of instructional methods for students with limited English proficiency.

Assignments may include sole responsibility for the supervision of youthful offenders/inmates and/or the protection of personal and real property.

**Juvenile Justice Facilities, Conditions of Pre-Employment:** Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation's Juvenile Justice's Education Services Branch shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, **"No person who has been convicted of a violent or serious felony shall be employed by a school district."**

EXAMINATION  
PLAN

**INTERVIEWS WILL NOT BE HELD.** This examination will consist of a supplemental application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application.

Applications will be reviewed on the spot. Candidates who meet the "Minimum Qualifications" will be given a supplemental application form to take home to complete and return by mail or hand-deliver by the designated due date. Detailed instructions for completion and return of the supplemental application will be provided at the file-in-person site. The supplemental application is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

**Supplemental Application -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands each candidate's:

- A. **Knowledge of:**  
1. The purpose of the Department of Corrections and Rehabilitation (formerly Youth Authority and Corrections)
- B. **Ability to:**  
1. Communicate effectively  
2. Perform basic mathematic computations  
3. Give effective directions in a classroom  
4. Keep records and write reports  
5. Analyze situations and take effective action  
6. Follow directions  
7. Learn electronic word and data processing systems used for computer instruction of students  
8. Gain the interest, respect, and cooperation of inmates/students

ELIGIBLE LIST  
INFORMATION

A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

A **Teaching Assistant (Correctional Facility)**, under general supervision, with direction and monitoring from the classroom teacher, in a State correctional facility in the Department of Corrections and Rehabilitation (formerly Youth Authority and Corrections), assists the classroom teacher in the instructional program and curriculum presentation to inmates/youthful offenders, conducting lessons, assessments, student test correction, computer assisted instruction, and other classroom activities; tutors students in academic and vocational subjects, individually and in groups; compiles required documents and progress reports; keeps routine records; grades objective examinations; operates audio-visual equipment; confers with teachers concerning program and materials necessary to meet students' needs; prepares graphic and written teaching materials; files and stores materials as directed; assists in classroom management; maintains order and supervises the conduct of students; protects and maintains the safety of persons and property; inspects premises for contraband, such as weapons or illegal drugs; and controls all classroom materials and equipment which may be used as potential weapons; does other related duties.

Position(s) are located in adult institution(s) and juvenile facilities statewide with the California Department of Corrections and Rehabilitation.

VETERANS POINTS/  
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Delegated Testing Office on the attached listing three weeks after the final filing date if he/she has not received his/her progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

**Veteran's Preference:** California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open, Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093) which is available from State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

BULLETIN Teaching Assistant CF.doc/c/LDJ

July 7, 2006

CALIFORNIA STATE PRISON,  
LOS ANGELES COUNTY  
Attn: Personnel Office  
44750 60<sup>th</sup> Street West  
Lancaster, CA 93536-7620  
(661) 729-2000 EXT. 5229  
TDD: (800) 735-2929

CALIFORNIA STATE PRISON, SAN  
QUENTIN  
San Quentin, CA 94964-1086  
(415) 454-1460 EXT. 5021  
TDD: (800) 735-2929

DEUEL VOCATIONAL INSTITUTION  
P.O. BOX 400  
23500 Kasson Road  
Tracy, CA 95378-0400  
(209) 835-4141 EXT. 5635  
TDD: (800) 735-2929

CALIFORNIA CORRECTIONAL  
INSTITUTION  
P.O. BOX 1031  
24900 Highway 202  
Tehachapi, CA 93581  
(661) 822-4402 EXT. 4223  
TDD: (800) 735-2929

CALIFORNIA INSTITUTION FOR MEN  
P.O. BOX 128  
14901 Central Avenue  
Chino, CA 91710  
(909) 597-1821 EXT. 4440  
TDD: (800) 735-2929

CALIFORNIA MEDICAL FACILITY  
P.O. Box 2000  
1600 California Drive  
Vacaville, CA 95696-2000  
(707) 453-7082  
TDD: (800) 735-2929

CALIFORNIA MEN'S COLONY  
P.O. Box 8101  
Highway 1  
San Luis Obispo, CA 93409-8101  
(805) 547-7900 EXT. 7943  
TDD: (800) 735-2929

CENTRAL CALIFORNIA WOMEN'S  
FACILITY  
P.O. BOX 1501  
23370 Road 22  
Chowchilla, CA 93610-1501  
(559) 665-5531 EXT. 5041  
TDD: (800) 735-2929

NORTH KERN STATE PRISON  
P.O. Box 5007  
2737 West Cecil Avenue  
Delano, CA 93216-0567  
(661) 721-2345 EXT. 5325  
TDD: (800) 735-2929

CALIFORNIA REHABILITATION CENTER  
P.O. BOX 1841  
5<sup>th</sup> and Western  
Norco, CA 92860  
(951) 273-2945  
TDD: (800) 735-2929

CALIFORNIA STATE PRISON,  
CORCORAN  
P.O. BOX 8800  
4001 King Avenue  
Corcoran, CA 93212-8309  
(559) 992-8800 EXT. 5009  
TDD: (800) 735-2929

RICHARD J. DONOVAN CORRECTIONAL  
FACILITY  
480 Alta Road  
San Diego, CA 92179  
(619) 661- 7868  
TDD: (800) 735-2929

TEACHING ASSISTANT/6400/6CECX  
EXAMINATION INFORMATION CONTINUED

Bulletin Release Date: 08/01/06  
Final Filing Date: Continuous

SUBSTANCE ABUSE TREATMENT  
FACILITY & STATE PRISON at  
CORCORAN  
P.O. BOX 7100  
900 Quebec Avenue  
Corcoran, CA 93212-7100  
(559) 992-7100 EXT. 5646  
TDD: (800) 735-2929

VALLEY STATE PRISON FOR WOMEN  
P.O. BOX 99  
21633 Avenue 24  
Chowchilla, CA 93610-0099  
(559) 665-6100 EXT. 5603  
TDD: (800) 735-2929

WASCO STATE PRISON  
RECEPTION CENTER  
P.O. BOX 8800  
701 Scofield Avenue  
Wasco, CA 93280-8800  
(661) 758-8400 EXT. 5192  
TDD: (800) 735-2929

EL PASO DE ROBLES YOUTH CORR  
FACILITY  
4545 Airport Road  
Paso Robles, CA 93447  
(805) 227-2509  
TDD: (800) 735-2929

HEMAN G. STARK YOUTH CORR  
FACILITY  
15180 Euclid Avenue  
Chino, CA 91710  
(909) 606-5020  
TDD: (800) 735-2929

DEWITT NELSON YOUTH CORR  
FACILITY  
7650 South New Castle  
Stockton, CA 95213  
(209) 944-6305  
TDD: (800) 735-2929

O.H. CLOSE YOUTH CORR FACILITY  
7650 South New Castle  
Stockton, CA 95213  
(209) 944-6305  
TDD: (800) 735-2929

N.A. CHADERJIAN YOUTH CORR  
FACILITY  
7650 South New Castle  
Stockton, CA 95213  
(209) 944-6305  
TDD: (800) 735-2929

SOUTHERN YOUTH CORR RECEPTION  
CENTER AND CLINIC  
13200 South Bloomfield  
Norwalk, CA 90650  
(562) 868-9979 EXT. 2381

PRESTON YOUTH CORR FACILITY  
201 Waterman  
Ione, CA 95640  
(209) 274-8330  
TDD: (800) 735-2929

VENTURA YOUTH CORR FACILITY  
3100 Wright Road  
Camarillo, CA 93010  
(805) 278-3726